



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: October 14, 1999

CLOSING DATE: Open Continuously

Recruiting Bulletin No. ACE-21

Detroit Regional Office

Detroit, Michigan

COMPUTER SPECIALIST

GG-0301-09, SALARY \$34,355 per year

GG-0301-11, SALARY \$41,567 per year

GG-0301-12, SALARY \$49,818 per year

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: Not-to-Exceed 03/31/2001.

AREA OF CONSIDERATION: All sources

DUTIES: Incumbents are responsible for the Census automation systems and procedures in the Accuracy and Coverage Evaluation Regional Office (ACERO). Provides support to computer inventory control staff and for automation technicians who provide telephone support to field personnel utilizing laptop computers. Responsible for supporting individual applications used to support data collection efforts, operational and administrative, along with the telecommunications and hardware used. Responsible for trouble-shooting problems, resolving them where possible, and referring them to appropriate headquarters staff as necessary for resolution. This includes being able to diagnose problems as to their origin, i.e., telecommunications, hardware and/or software. Provides technical and administrative computer guidance to managers in order to ensure timely, orderly and efficient conduct of the census. Participates in debriefings with the Accuracy and Coverage Evaluation management staff and headquarters. Train ACERO employees on the proper usage and care of automation equipment. Coordinate requests to set up user accounts.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience **OR** education indicated below or a combination of both.

GG-09:

Experience: One full year of specialized experience equivalent to the next lower level that demonstrates knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the inter-relationship of pertinent components of the system, and planning the sequence of actions necessary to accomplish assignments.

Education: Two full years of progressively higher level graduate education leading to a master's or equivalent degree with major study in computer science, information science, information system management, mathematics, statistics, operations research or engineering or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. You **MUST** submit a copy or original college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original transcripts.

GG-11:

Experience: One year specialized experience equivalent to the next lower grade level that demonstrates knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of the assignment.

Education: Three full years of progressively higher level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information system management, mathematics, statistics, operations research or engineering or course work that provided knowledge equivalent to a major in the computer field. You must submit a copy or originals of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

GG-12:

Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that included analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and /or equipment configuration.

Education: No substitution of education for experience is permitted.

NOTE: IN ADDITION TO YOUR APPLICATION, YOU MUST LIST ON SEPARATE PAGE AN INDIVIDUAL STATEMENT ADDRESSING HOW YOU MEET EACH CRITERION BELOW:

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

Grade 09

1. Experience installing, maintaining, and trouble shooting Windows 95 or Windows NT applications in a production environment.
2. Experience installing, maintaining and trouble shooting PC hardware, Novell servers and laser printers.
3. Experience training and supporting nontechnical users in a Windows environment.

Grades 11/12

1. Experience installing, maintaining and troubleshooting PC hardware, Novell servers and laser printers.
2. Experience training and supporting non-technical users in a Windows environment.
3. Experience administering a Novell network with Windows 95 workstations.

For further information on this vacancy, contact Kim Y. Estmond (800) 432-1495.

Payment of relocation expenses IS NOT authorized.

HOW TO APPLY: Applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume **for each grade level for which you are applying.** List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet

legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and **lowest grade acceptable (or you will be considered at the lowest grade for which you are qualified).**
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Veteran's Preference - Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your official or unofficial college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313) 259-0056.

- Complete application package must be received by the closing date of the bulletin and submitted to:

**Bureau of the Census
Detroit Regional Office
P.O. Box 33405
Detroit, MI 48232**

ATTN: Kim Y. Estmond - Administrative Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
 - Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
 - You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
 - If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
 - Public law requires all new appointees to present proof of identity and employment eligibility.
- S** Employees who receive a Voluntary Separation Incentive payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.